POSITION ANNOUNCEMENT

Board Member
In The Life Atlanta
Atlanta, Ga

In The Life Atlanta (ITLA), Inc. is the **"Official Host"** of the Atlanta Black Pride Celebration. Each year, ITLA organizes the City of Atlanta's Black Pride celebration providing information, workshops, and discount travel and lodging to 15,000 or more visitors and participants.

Responsibilities: The Board of Directors are responsible for driving the direction of ITLA, overseeing the Pride Coordinator, and assisting with raising funds through membership, donations, and sponsorship relationships. Board members meet monthly during non-pride season and meet at least bi-monthly or as needed during pride season. Board members are responsible for the business operations of the organization including developing an annual budget, managing operating funds, collection and payment of receivables and debts. Board Members must renew their membership annually by providing a letter of intent and paying a $200 membership fee. Board members may participate in a manner that is best suited to their skills and abilities. Committees may be developed from time to time to handle special events as needed.

Term: 2 Consecutive 2 Year terms, Eligible to renew with letter of intent and annual membership fee of $200 (min)

Salary: This is a volunteer position with no salary compensation. The Board may compensate individual members for expenses incurred on behalf of ITLA.

To Apply: Please send resume and cover letter to:
In The Life Atlanta
PO Box 7206
Atlanta, GA 30357-0206

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For Consideration: Please send a letter of intent or resume describing your skills and areas of interest to:

In The Life Atlanta
PO Box 7206
Atlanta, GA 30357-0206
board@inthelifeatl.com (Microsoft Word, PDF format, or plain text only)

FAX 404.230.9419

Submissions are due no later than **September 24th, 2001**. Please include a contact phone number and hours of availability so that we may contact you if necessary.

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Submissions are due no later than **October 18th, 2002**. Please include a contact phone number and hours of availability so that we may contact you if necessary. If you would also like to be considered for one of the many volunteer staff positions that may be available, please make note of this in your letter.

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TEN GOVERNING BOARD RESPONSIBILITIES

1. Determine the Organization's Mission and Purposes
2. Select the Executive
3. Support the Executive and Review Her/His Performance
4. Ensure Effective Organizational Planning
5. Ensure Adequate Resources
6. Manage Resources Effectively
7. Determine and Monitor the Organization's Programs and Services
8. Enhance the Organizations's Public Image
9. Serve As a Court of Appeal
10. Assess Its Own Performance

Taken from "Ten Basic Responsibilities of Nonprofit Boards" by Richard I. Ingram, National Center for Nonprofit Boards

CHECKLIST-DIRECTORS OF NONPROFIT CORPORATIONS

Diligent attention to one's service as a director, as evidenced by the following, will substantially reduce the risk of personal liability.

1. Attend meetings of the Board.
2. Understand the proceedings (ask questions, take notes).
3. Keep abreast and knowledgeable of the affairs of the corporation.
4. Read the minutes of each meeting.
5. Enter any disapproval of actions in the minutes.
6. Keep a copy of the bylaws available as a ready reference when needed.
7. Read all materials provided by management.
8. Carefully examine financial reports and opinions of accountants and lawyers for the corporation.
9. Be mindful of the standards of reasonable care and good faith in making decisions as a director.
10. Always act on the basis of your independent judgment regarding the best interests of the corporation.

Taken from The Nonprofit Corporation Directors Handbook,
George L. Howell, Atlanta

In The Life Atlanta
Board of Directors Agreement (October 1999 – October 2000)

Attendance at Scheduled Meetings: Throughout the year, In The Life Atlanta will have regular monthly board meetings and special board meetings called as needed. A Board Member who is unable to attend a meeting can contact a co-chair in advance to be considered an "excused absence". Without notification of a co-char the absence i considered "unexcused". Each Board Member is allowed 1 unexcused absence and 2 excused absences each year. With two unexcused or three excused absences, the individual is removed from the board.

Committee Work: The board is made up of individuals who are exclusive In The Lif Atlanta Board Members and Board Members representing various community organizations. All exclusive ITLA board members are asked to chair a committee. If there are additional committees, a Representative Board Member may choose to chair it, but i not required to do so. All board members are required to sit on one committee and may choose to sit on more than one.

Etiquette: Board Etiquette requires all board members to be on time for meetings, respond to communications in a timely manner, follow through with their commitments, foster a culture of teamwork and respect, and provide a two-week notification before any resignation.

Financial Contribution: All board members, at the beginning of their terms, are required to make an annual financial pledge to In The Life Atlanta. The amount of this pledge is determined by the individual according to their ability, although a minimum pledge o $200 annually is required.

Fundraising: In addition to a personal financial contribution, each Board Member i required to be involved in setting an annual fundraising goal for In The Life Atlanta and in fundraising to reach that goal, though the latter can be achieved in a variety of ways. Some possibilities are through organizing or staffing fundraising events, soliciting or identifying major donors, soliciting or identifying potential bequeathments.

Representation: All In The Life Atlanta Board Members represent the organization in their community. This is an attitude rather than any particular action, but as examples, representing ITLA can be accomplished by using opportunities to increase community awareness of the ITLA and its mission, helping to establish or strengthen connections with other individuals or organizations within the community.

Volunteering: Each Board Member is required give a minimum of 20 hours per/year As a volunteer during various events: Kwannza celebration, June Pride fundraising, Blac Gay Pride festivities etc..

In The Life Atlanta

Board of Directors Signed Agreement

(October 1999 – October 2000

I_____ have read the Board Agreement and understand what is required of me as a Board Member of In The Life Atlanta's Board of Directors.

Signature:

Date:

Name:

Address:

a) Why is being on the Board of ITLA important to you?

SOCIAL ASPECT, DOWN TRAINING -

b) Describe an occasion where you worked as part of a team. Explain your role and the results of the effort.

WORK TEAM - FIND OUT WHAT IS GOING

c) Describe a situation where it was difficult for you to work with a team member. How did you interact with the person and what was the result.

d) Everyone has a preferred working style, describe the working style most comfortable to you.

e) What goal would you like to achieve with ITLA in the next year?

ORGANIZATION · LEADERSHIP FIND OUT WHAT WORKSHOP/SEMINAR.

WORK W/ SENIOR STAFF

LEARN TO BETTER CONTROL ? TIME MANAGEMENT.

a) Why is being on the Board of ITEA important to you?

b) Describe an occasion where you worked as part of a team. Explain your role and the results of the effort.

c) Describe a situation where it was difficult for you to work with a team member. How did you interact with the person and what was the result.

d) Everyone has a preferred working style. Describe the working style most comfortable to you.

e) What goal would you like to achieve with ITEA in the next year?